

**City of Fort Lauderdale**  
**Housing and Community Development Division**  
**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the**  
**Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange ([www.hudhre.info](http://www.hudhre.info)). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

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The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

*Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.*

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

**Draft**  
**04/20/09**

**Final Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

**A. General Information**

<b>Grantee Name</b>	City of Fort Lauderdale
<b>Name of Entity or Department Administering Funds</b>	City of Fort Lauderdale Housing & Community Development Division
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Jonathan Brown
<b>Title</b>	HCD Manager
<b>Address Line 1</b>	1409 NW 6 St (Sistrunk Blvd.)
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Fort Lauderdale, Fl 33311
<b>Telephone</b>	954-828-4512
<b>Fax</b>	954-847-3754
<b>Email Address</b>	JonathanBr@fortlauderdale.gov
<b>Authorized Official</b> (if different from Contact Person)	George Gretsas
<b>Title</b>	City Manager
<b>Address Line 1</b>	100 N. Andrews Ave., 7 <sup>th</sup> Floor
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Fort Lauderdale, Fl 33301
<b>Telephone</b>	954-828-5013
<b>Fax</b>	954-828-5021
<b>Email Address</b>	GeorgeG@ @fortlauderdale.gov
<b>Web Address where this Form is Posted</b>	www.fortlauderdale.gov

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$ 852,872</b>
<b>Amount Grantee is Requesting</b>	<b>\$ 852,872</b>

\*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

**B. Citizen Participation and Public Comment**

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response:

The City of Fort Lauderdale's Citizen Participation Plan states in pertinent part: "Prior to amending its Plan, the City will publish a notice in local newspapers, informing citizens of the amendment and provision a 30-day comment period. The City will consider all comments received, and, if appropriate, will modify the proposed amendment(s)".

The HUD HPRP announcement (docket # FR-5307-N-01) allows for the reduction of time for citizen comment on the HPRP Substantial Amendment from the typical 30 days to 12-days.

A Public Notice requesting comments on the HPRP Substantial Amendment was published in the Sun Sentinel, the local newspaper of general circulation on Saturday, April 18, 2009. The publication included notice that an informational meeting open to the public is to be held on April 23, 2009 for any questions regarding this grant program. The City of Fort Lauderdale HPRP Substantial Amendment draft was posted on the City of Fort Lauderdale's website at [www.fortlauderdale.gov](http://www.fortlauderdale.gov) on April 20, 2009.

The public will have until April 30, 2009 to provide comments. Additionally, the public will have a final opportunity to comment on this proposed amendment when it is presented to the City of Fort Lauderdale City Commission for approval at its May 5, 2009 Regular Meeting.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

- ☐ Grantee did not receive public comments.
- ☐ Grantee received and accepted all public comments.
- ☐ Grantee received public comments and did not accept one or more of the comments.

TBD

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response:

TBD

**C. Distribution and Administration of Funds**

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process (es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

XX Competitive Process

☐ Formula Allocation

☐ Other (Specify: \_\_\_\_\_)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response:

The City will utilize a competitive process based on a Request for Proposals (RFP) developed by City staff and consistent with HUD program guidelines. The RFP will request non-profit and/or government agencies to submit proposals to administer the HPRP that require homeless prevention assistance to households who would otherwise become homeless while considering the impact of the current economic crisis and to rapidly re-house individuals and families who are currently homeless as defined by section 103 of the McKinney-Vento Homeless Assistance Act (42U.S.C. 11302).

Furthermore, the RFP will establish program criteria targeting households that are most in need for temporary assistance with a focus on housing stabilization, whether subsidized or unsubsidized after the HPRP program concludes; links with community resources; and prevention of future homelessness.

The City is anticipating releasing the RFP in May 2009. Proposals submitted will be reviewed and rated by an RFP Selection Committee, after which a recommendation for award will be presented to the City Commission by their July 21, 2009 Regular Meeting.

The City will make a determination on the recommendations and the proposed subgrantees' ability to operate within the mandated parameters of the grant; ability to identify eligible program participants and meet their needs; and ability to comply with reporting and accounting mandates.

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Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response:

Upon City Commission approval of subgrantee's contracts will be executed. The contracts will include a detailed scope of the work and obligations as set forth by HUD regulations in the HPRP.

The City will work collaboratively with the subgrantees in developing the program policy and procedures, programmatic design, intake process and forms. The City will provide assistance with HMIS training and implementation, outreach plans, referral processes, and program timelines and benchmarks consistent with HPRP requirements.

A comprehensive public outreach to make citizens aware of the program will commence in September 2009.

Subgrantees will be prepared to begin providing assistance in accordance with the terms of the grant on October 1, 2009.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response:

Staff has begun reviewing and analyzing the national and local prevention and rapid re-housing models, continuum of care strategies, and the specific federal requirements for the HPRP grants to ensure the program design and implementation will meet the needs of the community as well as the intent of the grant.

The City will assign staff to monitor the program and ensure subgrantees meet all grant mandates. Pursuant to a contract with the City, the subgrantees will be required to follow the monitoring procedures established by the City.

The City's contracts with the subgrantees will include specific clauses delineating eligible activities, timelines, benchmarks: reporting requirements and guidelines for expenditures. HPRP funds will be disbursed to the subgrantees as reimbursement only after the City Housing and Community Development (HCD) staff has confirmed that invoices submitted for payment are eligible to be reimbursed. This process not only ensures that only expenditures on eligible items are reimbursed

with HPRP funds but allows the City to track the amount expended on a current basis.

In addition to ongoing telephone, written and regularly scheduled meetings, subgrantees will be required to submit monthly reports to the City confirming the number of persons assisted, amount of funds expended, type of services offered and problems being encountered in implementing the program. The HCD will use a portion of the amount allocated for administration to train staff and subgrantees related to the utilization of HPRP funds.

During the first year of the grant, HCD will monitor the subgrantees within the first three months of implementation, at the end of the first grant period and annually thereafter to comprehensively review client files and monitor records. Training and consultation will be ongoing throughout the multiple grant years. HCD will conduct monthly desk audits to ensure accuracy of reimbursement request and programmatic compliance. If monitoring findings indicate funds are not being spent expeditiously or are in breach of contractual terms, the unspent funds may be recaptured in its entirety or reduced to a level which suites the agency's expenditure rate. Reprogramming the balance of funds to other allowable activities ensures that expenditures comply with grant regulations. The City may conduct on site reviews of administrative, financial, and programmatic components.

An initial performance report will be presented to the City by all subgrantees for submission to HUD on October 10, 2009. Quarterly performance reports will be submitted to HUD 10 days after the end of each quarter, and an annual performance report 60 days after the end of each fiscal year. Additionally, the City will ensure that at least 60% of HPRP grant funds are spent within 2 years from the date funds become available for obligation and 100% within 3 years of that date. The City's contract with subgrantees will include provisions for recapture and reallocation to other agencies for the appropriate use of HPRP funds in the event of a failure to meet contractual mandates. Additionally, the City will monitor ongoing public relation efforts to make citizens aware of the program.

#### **D. Collaboration**

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 (ARRA) from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response:

The City of Fort Lauderdale will continue to collaborate with Broward County, faith-based organizations and other local agencies that serve similar target populations to set the stage for future ongoing meetings and communication to

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

identify how HPRP housing assistance might be coordinated with other services and non-profits. Collaboration during the planning phase will take various forms including telephone, written communication and meetings. City staff will work with the subgrantees and other agencies to determine whether program participants would benefit from other ARRA funded services, thereby avoiding duplication of efforts and ensuring stability. Such collaboration will continue throughout the planning stage, program implementation and program delivery.

Coordination with other services funded under the ARRA may include: child care, healthcare, Temporary Assistance for Needy Families (TANF) and other public assistance, employment services, unemployment benefits, tax credits, education, domestic violence services, Federal Emergency Management Agency (FEMA), low income housing and other services. As more information becomes available from federal agencies, including but not limited to the United States Department of Education, Health and Human Services, Homeland Security and Labor, state, and local agencies requiring use of the funds locally, HCD staff will continue its collaborative efforts to determine whether program participants may benefit through coordination of services and establish a process for connecting participants to ARRA funded services.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response:

The City will continue to collaborate with Broward County Homeless Initiative Partnership, which is the Fort Lauderdale/Broward County Continuum of Care contact agency. The decision to fund the activities selected and the amount of funds recommended for each activity will support recommendations made in Broward County Ten-Year Plan to End Homelessness.

On April 23, 2009, a public meeting will be held in conjunction with Broward County to determine the most effective and efficient way of administering the HPRP program and expending funds. Recognizing that a collaborative effort is needed to prevent a return to homelessness, the City's HCD staff and subgrantees will work collaboratively with mainstream providers to identify and establish referrals processes to link HPRP participants with mainstream opportunities such as employment, veteran's services, TANF, Section 8, health care and other services. HCD will require subgrantees to utilize case managers whose primary responsibility will be to assess participants to identify their needs for mainstream services and assist participants in linking with other appropriate services.

The City will make a determination on the most efficient method to ensure compliance with HUD's requirements relative to collecting and reporting data.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response:

The City of Fort Lauderdale's 2008-2009 Consolidated Plan/Annual Action Plan identifies the needs and strategies assisting persons who are homeless or at risk of homelessness to achieve housing stability through prevention and re-housing strategies. HPRP funds will be used to address these needs and to help meet current strategies and objectives.

The plan identifies the need to expand housing and provide stabilization to help homeless persons access and sustain housing. HPRP funds will be used to address these needs by providing financial assistance, and housing relocation and stabilization services in conjunction with the Housing Opportunities for Persons with AIDS (HOPWA), Emergency Shelter Grants (ESG), and the State Housing Initiative Partnership (SHIP) Program funds provided by Florida Housing Finance Corporation that the City presently administers.

Additionally, Broward County, which coordinates homeless assistance throughout the county, has made a number of recommendations in its Ten Year Plan to End Homelessness, including:

- Data:
  - Fully implement a homeless Management Information System for all Continuum of Care Programs
- Permanent Affordable Housing
- Rapid Re-Housing
- Shortening the time people spend homeless

The federal funds provided by HUD and SHIP funds provided by the state give Fort Lauderdale the opportunity to address these needs and concerns.



**E. Estimated Budget Summary**

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

<b>HPRP Estimated Budget Summary</b>			
	<b>Homelessness Prevention</b>	<b>Rapid Re-housing</b>	<b>Total Amount Budgeted</b>
Financial Assistance <sup>1</sup>	\$ 207,247.90	\$ 253,302.98	\$ 460,550.88
Housing Relocation and Stabilization Services <sup>2</sup>	\$ 153,516.96	\$ 153,516.96	\$ 307,033.92
<b>Subtotal</b> (add previous two rows)	<b>\$ 360,764.86</b>	<b>\$ 406,819.94</b>	<b>\$ 767,584.80</b>

  

Data Collection and Evaluation <sup>3</sup>	\$ 42,643.60
Administration (up to 5% of allocation)	\$ 42,643.60
<b>Total HPRP Amount Budgeted<sup>4</sup></b>	<b>\$ 852,872.00</b>

<sup>1</sup>Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

<sup>2</sup>Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

<sup>3</sup>Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

<sup>4</sup>This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

Draft  
04/20/09

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**F. Authorized Signature**

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title